

Retention and Classification Report

Agency: Department of Human Services. Division of Juvenile Justice Services. Office of Rural Programs (3241)

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Records Officer Theresa Oram

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AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25874

3

TITLE: Diversion programs case files

DATES: 1995-

ARRANGEMENT: Chronological by age

ANNUAL ACCUMULATION: 26.00 cubic feet.

DESCRIPTION:

These files document the prevention or early intervention services provided to youth offenders between the ages of 10 and 21 in the state of Utah. These files are created and compiled by the staff while the youth are in the custody of the Division of Juvenile Justice Services. Specific types of records contained in this series include mental and psychological evaluations, court orders and reports, logs, treatment summaries, risk and intake assessments, correspondence, probation reports, rap sheets, academic and medical histories, and release/discharge summaries.

RETENTION:

Retain until subject reaches age 21.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 29.

AUTHORIZED: 02/10/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until subject reaches age 21 and then destroy.

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25874

TITLE: Diversion programs case files

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25377

TITLE: Financial Information Network payment records - Springville Community
Programs

DATES: 2000-

ARRANGEMENT: Numerical by vendor number

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

RETENTION:

Retain 7 years after the end of the fiscal year in which they were initiated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 53.

AUTHORIZED: 04/08/2004

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after end of fiscal year in which they were initiated and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25377

TITLE: Financial Information Network payment records - Springville Community
Programs

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25903

3

TITLE: Medicaid files

DATES: 2001-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These records are used to determine eligibility of program participants for Medicaid services for youth offenders under state supervision. Specific types of documents include Medicaid applications, copies of birth certificates, parental income declaration forms, and copies of placement services contracts.

RETENTION:

Retain 10 years after case closure.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 31.

AUTHORIZED: 02/10/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closure and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy provided no pending litigation.

APPRAISAL:

Administrative

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25903

TITLE: Medicaid files

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 22706

3

TITLE: Rural juvenile detention records

DATES: 1990-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files document detention records for youths over the age of 10 and under 21 years of age who have been placed in juvenile detention facilities for care and services. Juvenile detention records are kept for at least three years after the detainee's 18th birthday unless expungement of the record is ordered by the Juvenile Court. Records of juveniles 21 years of age or older are destroyed. Information includes name, birthdate, birthplace, court actions, criminal histories, fingerprints, education, psychological and psychiatric information, and victim information.

RETENTION:

Retain 3 years after youth turns 18 or expunged by court order.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 15.

AUTHORIZED: 06/28/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after youth turns 18 or until expunged by court order and then destroy.

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 22706

TITLE: Rural juvenile detention records

(continued)

APPRAISAL:

Administrative Fiscal

This disposition is based on Utah Administrative Code 542-2-6(1)(e) (1993), which specifies that these records be kept for a minimum of three years after the youth reaches his/hers eighteenth birthday unless an expungent is ordered by the courts, and the administrative needs expressed by the agency.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25875

3

TITLE: Shelter Care and Receiving Center case files

DATES: 1983-

ARRANGEMENT: Chronological by age

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

The Shelter Care and Receiving centers offer immediate care to youth offenders in the case that an arresting officer cannot find a responsible adult to take custody of the youth. Efforts to contact the youth's parents are immediately taken. These centers are one of the early intervention services administered by the Division of Juvenile Justice Services for youth offenders between the age of 8 and 21. A file is kept on each youth during his/her stay at one of these centers. Specific types of records contained in this series include numerous reports, assessments, psychological evaluations, treatment summaries, correspondence, tracking logs, intake assessments, academic and medical histories, and release/discharge summaries.

RETENTION:

Retain until subject reaches age 21.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 30.

AUTHORIZED: 02/10/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until subject reaches age 21 and then destroy.

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25875

TITLE: Shelter Care and Receiving Center case files

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

Protected. UCA 63G-2-305 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25876

3

TITLE: Southwest Utah Youth Center case files (Cedar City)

DATES: 1987-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are files kept on youth offenders who enter the Southwest Utah Youth Center secure care by court order for committing various crimes. Specific types of records include: court orders, subpoenas, correspondence, rap sheets, hearing minutes, incident reports, medical and academic histories, police reports, assessments, psychological and psychiatric evaluations, and treatment plans.

RETENTION:

Retain 23 years after release.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 27.

AUTHORIZED: 09/09/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after release and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25876

TITLE: Southwest Utah Youth Center case files (Cedar City)

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

Protected. UCA 63G-2-305 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25896

3

TITLE: Youth offender case files (Blanding office)

DATES: 1980-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files document the history of offenders in the State of Utah for youths between the ages of 10 and 21 years of age who have been committed or placed in the custody of the Division by the court following adjudication for a delinquent act. Information includes youth information sheet; releases of information and liability forms; personal property inventory; temporary custody agreement; secure facility treatment plan; Interstate compact agreement; courtesy supervision information; movement sheets; court orders; notice of court hearings; subpoenas; Parole Board correspondence; Parole Board notice of hearings; letters requesting decision of reviews and revocation; rap sheets; hearing summaries and minutes; pick-up orders; incident reports; grievances; education reports; consent forms correspondence; medical and dental reports including release summary, exams, bills, and lab/x-ray reports; receipts of restitution; restitution summary reports; work orders; police reports; State Hospital reports; out of state travel; clothing requests; banking and trust account information; visitor agreements and lists; travel permits; home visit contracts; Medicaid eligibility notices; immunization record; case manager daily activity logs; private provider activity logs; Needs Assessment and Service Plan; Service Agreement(PSC); social summary; Juvenile Court report; 90 day progress report; Private Provider monthly progress summaries; termination summary; family case forms; Title IV-E treatment plan and disposition report; SDS logs and summaries; Observation and assessment reports; individual, family, and group therapy notes; psychological evaluations; psychiatric evaluations; Medication Management Progress notes and prescriptions; substance abuse assessments; mental health evaluations; and sexual behavioral assessments and risk assessments. In addition, the Medicaid eligibility records include parent letter; youth card file; PACMIS information; wage information from parents and wage screen; data from E-find; social security information including SSA and SSI; reviews for Medicaid; proof of insurance; Medicaid cards; and financial asset declarations.

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25896

TITLE: Youth offender case files (Blanding office)

(continued)

RETENTION:

Retain 23 years after release.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 27.

AUTHORIZED: 09/09/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after release and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25896

TITLE: Youth offender case files (Blanding office)

(continued)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

Protected. UCA 63G-2-305 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25904

3

TITLE: Youth offender case files (Cedar City office)

DATES: 1980-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files document the history of offenders in the State of Utah for youths between the ages of 10 and 21 years of age who have been committed or placed in the custody of the Division by the court following adjudication for a delinquent act. Information includes youth information sheet; releases of information and liability forms; personal property inventory; temporary custody agreement; secure facility treatment plan; Interstate compact agreement; courtesy supervision information; movement sheets; court orders; notice of court hearings; subpoenas; Parole Board correspondence; Parole Board notice of hearings; letters requesting decision of reviews and revocation; rap sheets; hearing summaries and minutes; pick-up orders; incident reports; grievances; education reports; consent forms correspondence; medical and dental reports including release summary, exams, bills, and lab/x-ray reports; receipts of restitution; restitution summary reports; work orders; police reports; State Hospital reports; out of state travel; clothing requests; banking and trust account information; visitor agreements and lists; travel permits; home visit contracts; Medicaid eligibility notices; immunization record; case manager daily activity logs; private provider activity logs; Needs Assessment and Service Plan; Service Agreement(PSC); social summary; Juvenile Court report; 90 day progress report; Private Provider monthly progress summaries; termination summary; family case forms; Title IV-E treatment plan and disposition report; SDS logs and summaries; Observation and assessment reports; individual, family, and group therapy notes; psychological evaluations; psychiatric evaluations; Medication Management Progress notes and prescriptions; substance abuse assessments; mental health evaluations; and sexual behavioral assessments and risk assessments. In addition, the Medicaid eligibility records include parent letter; youth card file; PACMIS information; wage information from parents and wage screen; data from E-find; social security information including SSA and SSI; reviews for Medicaid; proof of insurance; Medicaid cards; and financial asset declarations.

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25904

TITLE: Youth offender case files (Cedar City office)

(continued)

RETENTION:

Retain 23 years after release.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 27.

AUTHORIZED: 09/09/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after release and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25904

TITLE: Youth offender case files (Cedar City office)

(continued)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 22707

3

TITLE: Youth offender case files (Logan office)

DATES: 1990-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These files document the history of offenders in the State of Utah for youths between the ages of 10 and 21 years of age who have been committed or placed in the custody of the Division by the court following adjudication for a delinquent act. Information includes youth information sheet; releases of information and liability forms; personal property inventory; temporary custody agreement; secure facility treatment plan; Interstate compact agreement; courtesy supervision information; movement sheets; court orders; notice of court hearings; subpoenas; Parole Board correspondence; Parole Board notice of hearings; letters requesting decision of reviews and revocation; rap sheets; hearing summaries and minutes; pick-up orders; incident reports; grievances; education reports; consent forms correspondence; medical and dental reports including release summary, exams, bills, and lab/x-ray reports; receipts of restitution; restitution summary reports; work orders; police reports; State Hospital reports; out of state travel; clothing requests; banking and trust account information; visitor agreements and lists; travel permits; home visit contracts; Medicaid eligibility notices; immunization record; case manager daily activity logs; private provider activity logs; Needs Assessment and Service Plan; Service Agreement(PSC); social summary; Juvenile Court report; 90 day progress report; Private Provider monthly progress summaries; termination summary; family case forms; Title IV-E treatment plan and disposition report; SDS logs and summaries; Observation and assessment reports; individual, family, and group therapy notes; psychological evaluations; psychiatric evaluations; Medication Management Progress notes and prescriptions; substance abuse assessments; mental health evaluations; and sexual behavioral assessments and risk assessments. In addition, the Medicaid eligibility records include parent letter; youth card file; PACMIS information; wage information from parents and wage screen; data from E-find; social security information including SSA and SSI; reviews for Medicaid; proof of insurance; Medicaid cards; and financial asset declarations.

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 22707

TITLE: Youth offender case files (Logan office)

(continued)

RETENTION:

Retain 23 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 27.

AUTHORIZED: 04/04/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after case closes and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This disposition is based on the secondary historical value to researchers interested in juvenile offenders and Utah Administrative Code R542-2-2(e) ((1992), which specifies that these records be retained for a minimum of 21 years.

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 22707

TITLE: Youth offender case files (Logan office)

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25897

3

TITLE: Youth offender case files (Price office)

DATES: 1980-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files document the history of offenders in the State of Utah for youths between the ages of 10 and 21 years of age who have been committed or placed in the custody of the Division by the court following adjudication for a delinquent act. Information includes youth information sheet; releases of information and liability forms; personal property inventory; temporary custody agreement; secure facility treatment plan; Interstate compact agreement; courtesy supervision information; movement sheets; court orders; notice of court hearings; subpoenas; Parole Board correspondence; Parole Board notice of hearings; letters requesting decision of reviews and revocation; rap sheets; hearing summaries and minutes; pick-up orders; incident reports; grievances; education reports; consent forms correspondence; medical and dental reports including release summary, exams, bills, and lab/x-ray reports; receipts of restitution; restitution summary reports; work orders; police reports; State Hospital reports; out of state travel; clothing requests; banking and trust account information; visitor agreements and lists; travel permits; home visit contracts; Medicaid eligibility notices; immunization record; case manager daily activity logs; private provider activity logs; Needs Assessment and Service Plan; Service Agreement(PSC); social summary; Juvenile Court report; 90 day progress report; Private Provider monthly progress summaries; termination summary; family case forms; Title IV-E treatment plan and disposition report; SDS logs and summaries; Observation and assessment reports; individual, family, and group therapy notes; psychological evaluations; psychiatric evaluations; Medication Management Progress notes and prescriptions; substance abuse assessments; mental health evaluations; and sexual behavioral assessments and risk assessments. In addition, the Medicaid eligibility records include parent letter; youth card file; PACMIS information; wage information from parents and wage screen; data from E-find; social security information including SSA and SSI; reviews for Medicaid; proof of insurance; Medicaid cards; and financial asset declarations.

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25897

TITLE: Youth offender case files (Price office)

(continued)

RETENTION:

Retain 23 years after release.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 27.

AUTHORIZED: 09/09/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after release and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25897

TITLE: Youth offender case files (Price office)

(continued)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

Protected. UCA 63G-2-305 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25898

3

TITLE: Youth offender case files (Richfield office)

DATES: 1980-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files document the history of offenders in the State of Utah for youths between the ages of 10 and 21 years of age who have been committed or placed in the custody of the Division by the court following adjudication for a delinquent act. Information includes youth information sheet; releases of information and liability forms; personal property inventory; temporary custody agreement; secure facility treatment plan; Interstate compact agreement; courtesy supervision information; movement sheets; court orders; notice of court hearings; subpoenas; Parole Board correspondence; Parole Board notice of hearings; letters requesting decision of reviews and revocation; rap sheets; hearing summaries and minutes; pick-up orders; incident reports; grievances; education reports; consent forms correspondence; medical and dental reports including release summary, exams, bills, and lab/x-ray reports; receipts of restitution; restitution summary reports; work orders; police reports; State Hospital reports; out of state travel; clothing requests; banking and trust account information; visitor agreements and lists; travel permits; home visit contracts; Medicaid eligibility notices; immunization record; case manager daily activity logs; private provider activity logs; Needs Assessment and Service Plan; Service Agreement(PSC); social summary; Juvenile Court report; 90 day progress report; Private Provider monthly progress summaries; termination summary; family case forms; Title IV-E treatment plan and disposition report; SDS logs and summaries; Observation and assessment reports; individual, family, and group therapy notes; psychological evaluations; psychiatric evaluations; Medication Management Progress notes and prescriptions; substance abuse assessments; mental health evaluations; and sexual behavioral assessments and risk assessments. In addition, the Medicaid eligibility records include parent letter; youth card file; PACMIS information; wage information from parents and wage screen; data from E-find; social security information including SSA and SSI; reviews for Medicaid; proof of insurance; Medicaid cards; and financial asset declarations.

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25898

TITLE: Youth offender case files (Richfield office)

(continued)

RETENTION:

Retain 23 years after release.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 27.

AUTHORIZED: 09/09/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after release and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25898

TITLE: Youth offender case files (Richfield office)

(continued)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

Protected. UCA 63G-2-305 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25899

3

TITLE: Youth offender case files (St. George office)

DATES: 1980-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files document the history of offenders in the State of Utah for youths between the ages of 10 and 21 years of age who have been committed or placed in the custody of the Division by the court following adjudication for a delinquent act. Information includes youth information sheet; releases of information and liability forms; personal property inventory; temporary custody agreement; secure facility treatment plan; Interstate compact agreement; courtesy supervision information; movement sheets; court orders; notice of court hearings; subpoenas; Parole Board correspondence; Parole Board notice of hearings; letters requesting decision of reviews and revocation; rap sheets; hearing summaries and minutes; pick-up orders; incident reports; grievances; education reports; consent forms correspondence; medical and dental reports including release summary, exams, bills, and lab/x-ray reports; receipts of restitution; restitution summary reports; work orders; police reports; State Hospital reports; out of state travel; clothing requests; banking and trust account information; visitor agreements and lists; travel permits; home visit contracts; Medicaid eligibility notices; immunization record; case manager daily activity logs; private provider activity logs; Needs Assessment and Service Plan; Service Agreement(PSC); social summary; Juvenile Court report; 90 day progress report; Private Provider monthly progress summaries; termination summary; family case forms; Title IV-E treatment plan and disposition report; SDS logs and summaries; Observation and assessment reports; individual, family, and group therapy notes; psychological evaluations; psychiatric evaluations; Medication Management Progress notes and prescriptions; substance abuse assessments; mental health evaluations; and sexual behavioral assessments and risk assessments. In addition, the Medicaid eligibility records include parent letter; youth card file; PACMIS information; wage information from parents and wage screen; data from E-find; social security information including SSA and SSI; reviews for Medicaid; proof of insurance; Medicaid cards; and financial asset declarations.

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25899

TITLE: Youth offender case files (St. George office)

(continued)

RETENTION:

Retain 23 years after release.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 27.

AUTHORIZED: 09/09/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after release and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25899

TITLE: Youth offender case files (St. George office)

(continued)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

Protected. UCA 63G-2-305 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25900

3

TITLE: Youth offender case files (Vernal office)

DATES: 1980-

ARRANGEMENT: Chronological by date of release

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files document the history of offenders in the State of Utah for youths between the ages of 10 and 21 years of age who have been committed or placed in the custody of the Division by the court following adjudication for a delinquent act. Information includes youth information sheet; releases of information and liability forms; personal property inventory; temporary custody agreement; secure facility treatment plan; Interstate compact agreement; courtesy supervision information; movement sheets; court orders; notice of court hearings; subpoenas; Parole Board correspondence; Parole Board notice of hearings; letters requesting decision of reviews and revocation; rap sheets; hearing summaries and minutes; pick-up orders; incident reports; grievances; education reports; consent forms correspondence; medical and dental reports including release summary, exams, bills, and lab/x-ray reports; receipts of restitution; restitution summary reports; work orders; police reports; State Hospital reports; out of state travel; clothing requests; banking and trust account information; visitor agreements and lists; travel permits; home visit contracts; Medicaid eligibility notices; immunization record; case manager daily activity logs; private provider activity logs; Needs Assessment and Service Plan; Service Agreement(PSC); social summary; Juvenile Court report; 90 day progress report; Private Provider monthly progress summaries; termination summary; family case forms; Title IV-E treatment plan and disposition report; SDS logs and summaries; Observation and assessment reports; individual, family, and group therapy notes; psychological evaluations; psychiatric evaluations; Medication Management Progress notes and prescriptions; substance abuse assessments; mental health evaluations; and sexual behavioral assessments and risk assessments. In addition, the Medicaid eligibility records include parent letter; youth card file; PACMIS information; wage information from parents and wage screen; data from E-find; social security information including SSA and SSI; reviews for Medicaid; proof of insurance; Medicaid cards; and financial asset declarations.

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25900

TITLE: Youth offender case files (Vernal office)

(continued)

RETENTION:

Retain 23 years after release.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 27.

AUTHORIZED: 09/09/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after release and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Rural Programs

SERIES: 25900

TITLE: Youth offender case files (Vernal office)

(continued)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

Protected. UCA 63G-2-305 (2008)